



Minutes - APPROVED

Public Records Board

March 22, 2021; 1:00pm
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Landrie, Abbie Norderhaug, Erin Scharlau and Melissa Schmidt

- 1) **Call to Order:** 1:02 PM. Board Chair, Paul Ferguson, welcomed everyone and called the meeting to order.
- 2) **Approval of November 23, 2020 Minutes:** The Board reviewed the November 23, 2020 draft minutes. Staci Hoffman moved, seconded by Julie Landrie, that the minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 3) **Comments from the Chair:** Board Chair, Paul Ferguson, thanked everyone for attending. He appreciates everyone's patience and cooperation during this time. Future meetings may continue to be held virtually as appropriate. Due to current recommendations, second quarter 2021 will most likely be virtual. He reminded everyone to double check the agendas for each meeting.
- 4) **Committee Reports**
 - a. **Records Management Committee**
 - i. **Review of Records Retention Disposition Authorizations (RDAs) on the First Quarter Public Records Board (PRB) Records Series Indexes:** Committee Chair, Paul Ferguson, reported the Committee met on February 23, 2021. He reported the submissions were routine and had nothing specific to discuss. He noted three RDAs were withdrawn after the Committee meeting and the reasons for their withdrawal. Paul then opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered. Agency representatives in attendance provided input and answered questions. There were questions on Dept. of Revenue (DOR) RDAs 64 and 10 and no representative was available to answer them.

Melissa Schmidt moved, seconded by Staci Hoffman, that the submission from Employee Trust Funds, RDA 91, be approved as amended, the submissions from DOR, RDAs 64 & 10 not be approved and the remainder of the RDAs on the index be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- b. **Operations and Training Advisory Committee:** The Committee Chair, Julie Landrie, reported on items discussed at the February 16, 2021 meeting.
- i. **PRB Training Materials:** The Committee reviewed revisions to the PowerPoint presentations which coordinate with the current training informational sheets. The revised drafts were distributed to Board members prior to this meeting. Julie noted the presentations were updated with language consistent with the informational sheets the Board approved at their previous meeting. The drafts are being brought forward for Board review and approval. Board members asked questions about the presentations and suggested a few minor amendments.

Julie Landrie moved, seconded by Staci Hoffman, that the presentations be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

5) Other Business:

- a. **Update on work on General Records Schedules:** Paul Ferguson provided an update on the status of several General Records Schedules (GRSs). Most of the work on these was suspended due to COVID during 2020. The Administrative, County, and Public Schools GRSs were extended last year per the Board's policy as they all had sunset dates in 2020. The Administrative GRS renewal revision was in final draft stage in early 2020 and was ready for Board review then. Paul expects that to be on the second or third quarter 2021 agenda for Board review and discussion. The County GRS has been reviewed and should only need minor revisions. There needs to be discussion on the format of the County GRS before it is brought to the Board for review. The Public Schools GRS has been undergoing extensive review and revision by subject matter experts and it has been transitioned to the current GRS template format. The workgroup expects to bring the Public Schools GRS to the Board for review in third or fourth quarter in 2021. The Payroll GRS has been under review by a workgroup of subject matter experts. The workgroup expects to bring the Payroll GRS to the Board for review in third quarter 2021. Paul also noted that there may be a few amendments to the Human Resources GRS proposed in 2021 and the Facilities GRS, RDA FAC00082, will need to be discussed by the Board. Even

though most work was suspended, it does need to continue to move forward as we adjust to the new normal. There was some discussion about the current GRS process and if it needed review.

- b. **Annual Elections of Public Records Board Officers:** Julie Laundrie moved, seconded by Melissa Schmidt to elect Board Officers as follows: Chair – Paul Ferguson; Vice-Chair – Melissa Schmidt; Secretary – Staci Hoffman. The motion was approved. Erin Scharlau left the meeting prior to this vote.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	N/A		
Melissa Schmidt	X		
Paul Ferguson	X		

- 6) **Adjourn:** Paul Ferguson moved, seconded by Julie Laundrie, that the meeting be adjourned. The motion was approved. Meeting adjourned at 3:21 PM.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	N/A		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: June 14, 2021.